



# Caroline Ntozake

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am looking for any position but in the administration sector,i have never worked before,still finishing my diploma in office arministration at boston city campus ,i am patient,good with people,self driven,hardworking,work under pressure,fast learner,i also did general management at boston

Preferred occupation	Administrators Administrative jobs
Preferred work location	Cape Town Western Cape

## Contacts and general information about me

Day of birth	1989-07-18 (35 years old)
Gender	Female
Residential location	Cape Town Western Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Education

Educational period	<b>nuo 2006.01 iki 2008.11</b>
Degree	Grade 12 / Matric
Educational institution	Ikwezi Technical School
Educational qualification	certificate
I could work	as an administrator
Educational period	<b>nuo 2012.02 iki 2013.12</b>
Degree	Certificate
Educational institution	Boston City Campus
Educational qualification	General Management
I could work	as a bookkeeper

Educational period	<b>nuo 2014.01 iki 2017.09</b>
Degree	Diploma
Educational institution	Biston City Campus
Educational qualification	Office Administration
I could work	as an administrator

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

### Computer knowledge

Excel,Windows,Internet,Office

### Recommendations

Contact person	Monica Liwani
Occupation	Student Advisor
Company	Boston City Campus

### Additional information

Your hobbies	Reading,writing,watching tv,singing
Driver licenses	None
Salary you wish	15 000 R per month